

REGISTRATION FORM - CREDIT COURSE

Complete this form with payment information and mail or FAX to:
Southeast Community College, Continuing Education
301 S. 68th St. Place, Lincoln, NE 68510
FAX: 402-437-2703

Include credit card information or Letter of Authorization for third-party billing. The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit www.southeast.edu/collegecatalog for additional information.

2017 QUARTER
 SUMMER WINTER
 FALL SPRING

PLEASE PRINT

Social Security Number OR SCC Student ID Number: _____ Name: Last _____ Middle Initial _____ Email Address _____

Residence Mailing Address: _____ City _____ State _____ Zip _____ County # _____

Birth Date: _____ Gender: Male Female Ethnicity (select one): Hispanic or Latino Not Hispanic or Latino

Race (select one or more): White Asian Black or African American Native Hawaiian or Other Pacific Islander American Indian or Alaska Native

Home Phone: _____ Cell: Business Phone: _____

Please check:

- Applied Calculus • Oct. 9-Dec. 13 (MATH-1400-YK32) (NE Res.: \$303.75/Non-Res.: \$366.75)
- English Composition I • Oct. 4-Dec. 13 (ENGL-1010-YK02) (NE Res.: \$303.75/Non-Res.: \$366.75)
- Human Services Concepts • Oct. 3-Dec. 14 (HMS-1101-YK02) (NE Res.: \$303.75/Non-Res.: \$366.75)
- Intro to Sociology • Oct. 4-Dec. 13 (SOCH-1010-YK6) (NE Res.: \$303.75/Non-Res.: \$366.75)
- Introduction to Business • Oct. 3-Dec. 14 (BSAD-1050-YK03) (NE Res.: \$303.75/Non-Res.: \$366.75)
- Nursing Assistant - Milford - Sept. 6-Nov. 8 (NURA-1401-HBFT) (NE Res.: \$495/Non-Res.: \$579)
- Nursing Assistant - Seward - Sept. 5-Nov. 9 (NURA-1401-HBFS) (NE Res.: \$495/Non-Res.: \$579)
- Principles of Accounting I • Oct. 3-Dec. 14 (ACCT-1200-YK05) (NE Res.: \$303.75/Non-Res.: \$366.75)

SIGNATURE

Check Cash Mastercard AMEX Discover VISA V Code _____

Name as it appears on card: _____

Exp. Date _____ CC # _____

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

For the protection of your personal credit card information, do not email this form to SCC. If faxing, only use the fax number listed or verify with SCC before using another SCC fax number.

Would you like a receipt mailed to you?
 Yes No

SCC Staff Tuition Waiver ()

TOTAL DUE

ID# _____ DE _____

FOR OFFICE USE ONLY

Submission of this form indicates that I understand: 1) that my registration is complete and that I am accountable for the tuition and fees and in writing to the Registration Office located in Student Services or drop the classes using WebAdvisor. Failure to attend a course does not constitute an official drop. 2) tuition charges and refund policies are published in the Student Handbook and College Catalog. 3) the personal information provided on this form is for internal use only and will not be shared with any other agency. 4) the personal information provided on this form is for internal use only and will not be shared with any other agency. 5) the personal information provided on this form is for internal use only and will not be shared with any other agency. 6) the personal information provided on this form is for internal use only and will not be shared with any other agency. 7) the personal information provided on this form is for internal use only and will not be shared with any other agency. 8) the personal information provided on this form is for internal use only and will not be shared with any other agency. 9) the personal information provided on this form is for internal use only and will not be shared with any 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➤ **Tuition & Fees**

Tuition and fees must be paid by the first day of class unless noted in description.

➤ **Books**

Please contact the SCC Campus Store for additional required class books and/or materials at 402-437-2560 or online at www.sccbookstore.com.

➤ **Drop/Withdraw from a Credit Class**

>To drop or withdraw from classes, you must submit an "Official Drop/Add Form For Credit Classes" to the Registration and Records Office

OR

>Drop the class using WebAdvisor on the Hub.

Failure to attend classes does not constitute a drop or withdrawal.

Students must submit an official drop form prior to the refund deadline to be eligible for a tuition refund. Failure to attend classes does not absolve the student of making complete payment for all tuition and fees associated with the student's registration.

➤ **Refund Policy for Credit Classes**

If you decide to discontinue your studies at SCC, refunds are pro-rated according to the refund formula.

$$\frac{(\text{DROP DATE}) - (\text{COURSE START DATE})}{(\text{COURSE END DATE}) - (\text{COURSE START DATE})} = \% \text{ ELAPSED}$$

The drop date will be the date you provide an "Official Drop/Add Form" to the Registration & Records office or Drop the class online.

All days are included in the computation, including Saturdays, Sundays, holidays and week days. Students are entitled to a refund based on the Refund Table for Credit Classes.

Refund Table (FOR CREDIT CLASSES)

% elapsed	% of refund
0.000 - 12.499	100
12.5 and over	0

- Student activity fees are refundable only during the tuition refund period.
- Refunds are based on the date the Official Drop Form is submitted to the Registration and Records office.
- Refunds will not be granted after deadlines have passed.
- Refunds for classes cancelled by the College are automatically processed and do not require a drop form.
- Refund checks are mailed to the student's current address and usually take 3 to 4 weeks.
- Students who receive federal financial aid are subject to federal refund calculations.
- Students who register after the first class meeting and drop a course are subject to a refund based on the beginning dates of the course, not when they register.

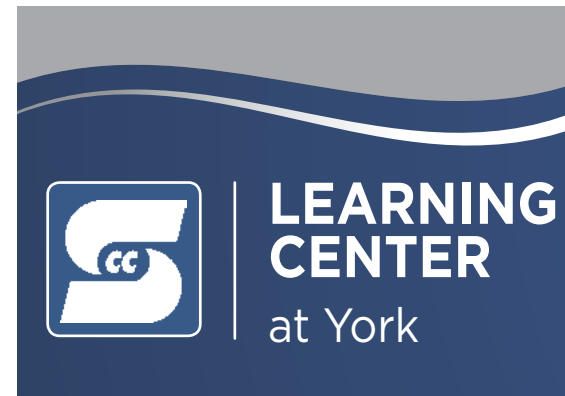
Detailed information on tuition and refunds is published online in the SCC College Catalog.

➤ **ADA Reasonable Accommodations**

SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.

➤ **Additional Registration Information**

www.southeast.edu/registrationandrecords



Fall 2017 Credit Classes



Hybrid Courses Available

www.southeast.edu/YorkLC

10-week Courses

Principles of Accounting I

Prerequisite: Accounting Competency recommended

This course is designed to provide introductory knowledge of accounting principles, concepts and practices. Included topics are the balance sheet, the income statement, the statement of owners' equity, the statement of cash flows, worksheets, journals, ledgers, accruals, adjusting and closing entries, internal controls, inventories, fixed and intangible assets, liabilities, equity, and financial statement analysis. This course provides a foundation for more advanced work in the fields of accounting and business.

(4.5 quarter credits)

Tuition: NE Resident: \$303.75/Non-Resident: \$366.75

Oct. 3-Dec. 14 T, Th Noon-1:55 p.m.
York, YKLC, J Pallas-Duncan ACCT-1200-YK05

Introduction to Business

This is an introductory study and overview of the role of business in society, as well as a discussion of the various disciplines of business, including an overview of business organization, management, marketing, human resource management, and finance. You'll also study and discuss various strategies for success of specific public and private firms, as well as small business. You'll also learn business vocabulary used to understand and interpret business news and information.

(4.5 quarter credits)

Tuition: NE Resident: \$303.75/Non-Resident: \$366.75

Oct. 3-Dec. 14 T, Th 10-11:55 a.m.
York, YKLC, J Machado BSAD-1050-YK03

English Composition I

Prerequisite: Appropriate placement score OR grade of "C" or higher in ENGL-0985 (formerly ENGL-0980)

Composition I offers instructional practice in the techniques of effective writing. The process of planning, writing, revising, and editing essays for particular audiences and purposes and research-related skills also are emphasized.

(4.5 quarter credits)

Tuition: NE Resident: \$303.75/Non-Resident: \$366.75

Oct. 4-Dec. 13 M, W 10-11:55 a.m.
York, YKLC, J Parker ENGL-1010-YK02

Human Services Concepts

This is an introduction to the theory, practice and trends in the human services field, including history and standards, theoretical approaches, helping relationship, human systems, diversity, and assessment.

(4.5 quarter credits)

Tuition: NE Resident: \$303.75/Non-Resident: \$366.75

Oct. 3-Dec. 14 M, W 1-2:55 p.m.
York, YKLC, J Hawco HMRS-1101-YK02

Applied Calculus

Prerequisite: "C" or higher in MATH-1150 or MATH-1300 or appropriate score on the math placement test

This class teaches the fundamentals of differential and integral calculus with emphasis on applications from business, economics and the life sciences.

Not open to pre-engineering or pre-architectural majors. (4.5 quarter credits)

Tuition: NE Resident: \$303.75/Non-Resident: \$366.75

Oct. 9-Dec. 13 M, W 3:30-5:25 p.m.
York, YKLC, J Gar-EI MATH-1400-YK32

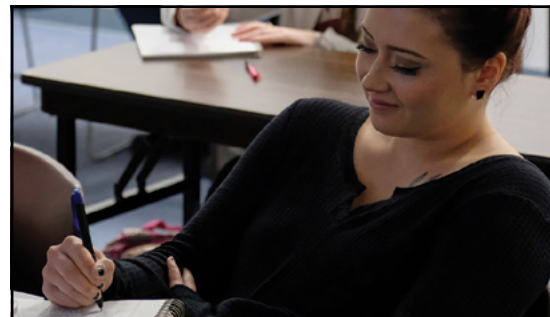
Intro to Sociology

This is an introduction to the basic principles of sociology, including the study of sociological research, theoretical perspectives, culture, socialization, social structure, social institutions, deviance, inequalities of class, race/ethnicity, gender, and age, as well as stratification, demography and population.

(4.5 quarter credits)

Tuition: NE Resident: \$303.75/Non-Resident: \$366.75

Oct. 4-Dec. 13 M, W 5:30-7:25 p.m.
York, YKLC, J SOCI-1010-YK61



9-week Course

Nursing Assistant

Completion of this class meets the Nebraska Department of Health requirement for employment as a Nursing Assistant. The course includes classroom, nursing lab, and clinical experience. State of Nebraska requires that Nursing Assistant students must be able to speak and understand English. Attendance to ALL class sessions is mandatory.

(6.0 quarter credits) SCC requires criminal background checks on students taking courses that include experience in patient care settings. **For additional classes, visit www.southeast.edu/Continuing/NursingAssistant. This course does not qualify for financial aid. For other funding options, visit www.southeast.edu/cefinassist. If you have questions, call 402-437-2700 or 800-828-0072. Tuition includes liability fee, credit class fee and background check fee. Required textbook can be purchased at the SCC Bookstore during regular business hours, by phone at 402-228-8285 or online at www.sccbookstore.com. **Tuition is due at the time of registration.****

Tuition: NE Resident: \$495/Non-Resident: \$579

Milford - Hybrid

Sept. 6-Nov. 8 Lab/Clinical Location: CCC
Lab/Clinical Schedule: Starting Sept. 11 Mon. & Wed.
from 5-9 p.m. NURA-1401-HBF7

Seward - Hybrid

Sept. 5-Nov. 9 Lab/Clinical Location: RRCC
Lab/Clinical Schedule: Starting Sept. 12 Tues. & Thurs.
from 5-9 p.m. NURA-1401-HBF5

Location Key

CCC.....Crestview Care Center,
1100 W. First St., Milford
RRCC.....Ridgewood Rehabilitation & Care Center,
446 Pinewood Ave., Seward
YKLC ...Learning Center at York, 3130 Holen Ave., York
(Inside the Holthus Convention Center)

For all credit classes, books can be ordered through the SCC Campus Store at www.sccbookstore.com

For more information or to register, contact:

Kym Wallingford, Coordinator • 800-828-0072, ext. 3634 • kwallingford@southeast.edu